

PROPOSED MINUTES
PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
(PJCDA)
MEETING MINUTES
Wednesday, December 17, 2025

ROLL CALL:

The PJCDA board met on Wednesday, December 17, 2025, at 134 Pike St., 2nd Floor, Port Jervis, NY 12771. The meeting called to order by Chairwoman Trovei at 7:05 PM.

Per roll call, the following members were present:

Absent:

Kristin Trovei, Chairwoman
John Russell, Vice-Chairman
Michael Talmage, Treasurer
Jeffrey Rhoades, Secretary
Jacqueline Dennison, Council Liaison
Colin O'Connell, Member

Also present were:

Matthew Witherow, Esq.
Valerie Maginsky, Executive Director
Nora Goetz, Section 8 Administrator

Members of the Public:

No one from the public was present

READING/APPROVAL OF MINUTES

The November 18, 2025, meeting minutes were reviewed, and they were approved:

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

FINANCIALS

A. Administrative Bills

E.D. Maginsky reviewed the estimated administrative bills in the amount of \$22,152.37. The current administrative balance is \$862,479.00. A motion was made to approve payment of the bills in the estimated amount of \$22,152.37.

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

B. Monthly Financial Report

With the exception of internal due-to-from items, all bills received have been paid accordingly.

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

C. 2026 Budget

See the results of Executive Session below.

SECTION 8 AND DIRECTOR'S REPORT

S8 Administrator Goetz presented the December 2025 Section 8 report for review and comment. Leased HCV: 194, Leased Mainstream: 31. HAP, Mainstream, FSS Payments: \$202,649.00. Total Admin received: \$25,043.00. Eligible waitlist: 169 families. Administrator Goetz will attend a training on VMS end of year calculations. A formal plan to open the waitlist for at least one week will be presented to the Board in the coming months. HUD is transitioning to a new system called EVMS whereas notices of funding disbursements will no longer be emailed.

Currently, the new system is not operating and stop gap measures have not yet been shared. The PHA financial module was reviewed. The recommendation is to continue with the modules currently available. The PHA 1-year contract of The Section 8 report was approved:

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

E.D. Maginsky presented the Director's November 2025 report which included Grant, Project, Communications and Administrative updates. In addition to the approved 2025 Holiday schedule, the report included the request to close the office for an additional four hours on 12/24/25, for the full day of 12/26/25, and for four additional hours on 12/31/25 with that time covered by staff PTO was approved:

Motion: Mr. Russell 2nd: Mr. Talmadge All Others in Favor

Pending the full proposed 2026 Holiday schedule, the request to close the PJCDA office on January 1, 2026 (New Year's Day), and January 19, 2026 (Martin Lurther King, Jr. Day) , as holidays was approved:

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

The request to close the PJCDA office on January 2, 2026, with staff use of PTO was approved:

Motion: Mr. Russell 2nd: Mr. Rhoades All Others in Favor

The request for approval to roll unused vacation into 2026Q1 and use within that quarter for Administrator Goetz up to 2 days, and E.D. Maginsky – up to 7 days, was approved:

Motion: Mr. O'Connell 2nd: Mr. Russell All Others in Favor

COMMUNICATIONS:

12/5/25 – With Admin. Goetz, met with Happy/MRI Rep regarding financial module and upcoming year's charges under a new contract. 12/8/25 – Port Jervis Economic Development meeting. 12/11/25 – Mayors' Roundtable.

12/4/25 and 12/11/25 – Climate Resiliency. 12/17/25 – Council of Community Agencies – Admin. Goetz attended.

OLD BUSINESS:

NYS DEC WQIP - Land Acquisition – NYS Funding - Latini: Project 2 - Latini: As the contract termination date of December 1st passed unnoticed, an extension request for the final 6-month balance of the project was submitted to NYS DEC. While awaiting confirmation that an extension is in process, a “dry closing, whereby papers were signed, and funds to be wired afterwards was held on 12/15/25. As the contract extension is processed, the grant closeout will continue. The contract for the PJCDA to perform all administration activities from 6/30/2019 through the end of the contract for up to \$36,000 as listed in the original budget, was approved by the PJCC on 12/8/25. Execution by Mayor Cicalese and Kristin Trovie followed.

NYS DRI - Awarded 2/21/23 - \$10M – NYS Funding – The DRI-Jersey Ave. RFP pre-bid meeting was held on 12/3/25 and bid openings were held on 12/9/25. Four firms submitted and are now with the scoring committee. The DRI – Small Projects schedule was revised. Financial progress reports are due.

RISC Technical Assistance Grants – Federal Ida funds distributed to NYS – The Port Jervis team met with Ramboll on 12/3/25 . The initial plan continues to be worked on. The PJ team then met with NYS HCR on 12/9/25.

Reimbursement paperwork was forwarded to the City Clerk Treasurer. The next meeting with Ramboll is scheduled for 12/17/25.

NYS DEC Technical Assistance Grant – NYS Funding - Drinking Water Source Protection Plan (DWSP2) – Per Barton & Loguidice, plan review continues through a repeated series of Q&A with various NYS DEC departments.

FEMA Assistance to Firefighters Grant (AFG) – Federal – Notice of Award of \$533,087.61 for the SCBAs was received late September 2025. The City's match is 5%. The PJCC accepted the award on 9/14/25 and Director Maginsky completed the online FEMA acceptance on 11/19/25. The PJFD may begin purchasing. A press release acknowledging Senators Schumer's and Gillibrand's support in obtaining this life saving equipment was distributed by Mayor Cicalese.

ESD RESTORE Round 8 – the developer is working on SHPO requests.

PJFD Applications towards Fire truck purchase assistance: Community Project Funding (CPF) – Federal Funding - Congressman Patrick K. Ryan - the City was informed that President Trump signed the release of funds that will provide \$825,000 towards the purchase of a new Port Jervis fire engine under this CPF program. The City sincerely appreciates Congressman Ryan's continuing and unwavering support in securing this critical equipment. A quote from Mayor Cicalese thanking Congressman Ryan was provided to his office for inclusion in a press release.

Water Filtration Plant - NYS HCR CDBG PI 2024 – A status meeting with HCR, MHE and Port Jervis was held on 11/14/25. NYS HCR provided a list of items yet to be addressed.

Water Filtration Plant - NYS ESD – County Infrastructure Grant for \$1M for – grant was awarded to OC for Port Jervis project. After continued follow-up by OCCD Director Andersen, a draft award letter was provided. A meeting was held on 12/11/25 with OCCD, NYS ESD, and Port Jervis. Additional paperwork, including a formal award letter, and timeframe, will be provided by NYS ESD. Port Jervis and MHE engineers will need to work on a project timeline. The OC and Port Jervis legal teams will work on an agreement under which to proceed.

Federal Railroad Elimination Grant (RCE) – Pedestrian crossing at Fowler and 4th – The quarterly progress report was submitted and approved. The quarterly financial report was submitted and was approved. The Port Jervis team met with the FRA on 12/2/25 and reviewed the few comments to be addressed on the project management plan and return by 12/19/25. Draft language was forwarded to Colliers for inclusion.

2025 NYS Building Recreational Infrastructure for Communities, Kids and Seniors (NY BRICKS) - \$12M application to build a new community center at Church St. Park - Notice was received on 12/12/25, that though this project scored well this round, there was insufficient funding to reach the city's application. More information may be found here: <https://www.dasny.org/BRICKS>

Sunflower City – As approved by the PJCDA Board of Directors, the letter of support for the project, a citizens group climate resilience project for a Rivian/Open Space Institute (OSI) grant application was submitted.

NEW BUSINESS:

2025 NYS Volunteer Fire Capacity Grant App. - \$3,500 grant for up to \$9,000 Skid Unit: Approved by resolution by the PJCC on 12/8/25, the application due by 12/22/25, will be submitted by E.D. Maginsky per Mayor Cicalese's authorization. This grant is for a wildfire skid.

PUBLIC COMMENT:

None Present

EXECUTIVE SESSION:

A motion was made to go into Executive Session at 7:29 PM.

Motion: Mr. Rhoades 2nd: Mr. Russell All Others in Favor

A motion was made to come out of Executive Session at 8:46 PM.

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

As a result of Executive session, the following items were addressed:

After review and discussion, the PJCDA's 2026 Budget was approved:

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

After proposal review, to replace the current fee accountant Polcari & Company who declined consideration of a 2026 renewal, a one-year contract with Giampaolo & Associates was approved. E.D. Maginsky will work with the firm on the final contract conditions.

Motion: Mr. Rhoades 2nd: Mr. O'Connell All Others in Favor

Termination of the agency's current bookkeeping firm, Budgeteer, Inc. (independent contractor) was approved:

Motion: Mr. O'Connell 2nd: Mr. Talmadge All Others in Favor

The offer of a temporary bookkeeping position to an independent contractor beginning at \$40.00 per hour by the Executive Director was approved:

Motion: Mr. Talmadge 2nd: Ms. Dennison All Others in Favor

The offer of the full-time Program Assistant position to the first-place candidate for \$22.00 per hour with an optional annual health insurance buy out of \$3,000 was approved:

Motion: Mr. Talmadge 2nd: Mr. O'Connell All Others in Favor

The Happy/MRI/PH Pro one-year contract for use by the Section 8 program for \$19,583.94 was approved:

Motion: Mr. Talmadge 2nd: Mr. Rhoades All Others in Favor

NEXT MEETING:

The next meeting of the PJCDA Board of Directors is currently scheduled for January 28, 2026, at 7:00 p.m. at the Youth and Community Center, 2nd Floor, 134 Pike St., Port Jervis, NY 12771. With prior notification to the PJCDA by telephone: 845-858-4024, or email to: Director@PJCDA.org, ADA access is available.

ADJOURNMENT

With best wishes for a happy holiday season and a good New Year, and with there being no further business to come before the Board, the meeting was adjourned at 8:51 PM.

Motion: Mr. Rhoades 2nd: Mr. Talmadge All Others in Favor

**RESOLUTION OF THE PORT JERVIS COMMUNITY DEVELOPMENT AGENCY (PJCDA),
PORT JERVIS, ORANGE COUNTY, NEW YORK**

RE: PJCDA – 2026 Budget

WHEREAS, the Port Jervis Community Development Agency updates and adopts its budget annually; and

WHEREAS, the Board of Directors has reviewed the 2026 recommended budget and finds it acceptable,

NOW, THEREFORE, BE IT RESOLVED THAT effective January 1, 2026, the Port Jervis Community Development Agency's annual budget, per the attached document, is hereby approved.

MOTION BY: Mr. O'Connell

SECONDED BY: Mr. Talmadge

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Dated: December 17, 2025

2026 PJCDA Budget Approved 12/17/25**Summary****2026 Agency****Total****Summary****Appropriations:**

Estimated Revenue Total	\$ 452,180
Estimated Contingency	\$ 40,000
Total Appropriations	\$ 492,180

Expenditures

Estimated Salaries and Benefits	\$ 330,787
Estimated General Administrative	\$ 95,044
Total Expenditures	\$ 425,831

Estimated Balance 2026 EOY	\$ 66,349
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2026 PJCDA Budget - Approved 12/17/2025**Appropriations****2026 Agency****Total****Appropriations**

Revenue - Section 8 -2026 - Housing Choice Voucher and Mainstream	\$ 300,000
Revenue - Section 8 - Misc. - Fraud Recovery	\$ 180
Revenue - Small Cities - Loan Proceeds	\$ 12,000
Revenue - Small Cities - Progress Development Corp.	\$ 6,000
Revenue - Small Cities - Program Pay-Offs	\$ -
Revenue - Small Cities - Service Contract with CPJ	\$ 65,000
Revenue - Small Cities - Grant Administration	\$ 69,000
Appropriation - Revenue	\$ 452,180

Contingency from Admin Accounts	\$ 40,000
Appropriation - Contingency	\$ 40,000

Appropriations Summary

Appropriation - Revenue	\$ 452,180
Appropriation - Contingency	\$ 40,000
Total Appropriations	\$ 492,180

2026 PJCDA Budget - Approved 12/17/25**Allocation Schedule****2026 Agency****Total**

Expense - Salaries and Benefits (S&B)	Expenses - S&B
Salary	\$ 224,048
SS per year	\$ 13,891
Medicare per year	\$ 3,249

Health Insurance	\$	57,966
Retirement	\$	23,783
Unemployment	\$	1,700
Disability	\$	2,466
Workers Compensation	\$	1,256
Optical	\$	300
Dental	\$	828
Vacation Payout-Estimated/Retirement	\$	-
Paychex Fee	\$	1,300
Total Expense - Salaries and Benefits	\$	330,787

2026 PJCDA Budget - Allocation Schedule

		2026 Agency Total
		Expenses - GA
Expense - General Administration (GA)		
Portabilities	\$	2,100
Fee Accountant	\$	20,000
REAC Filing	\$	-
Bookkeeping	\$	-
Attorney	\$	9,000
S8 Inspector	\$	17,000
Legal	\$	250
Telephone	\$	900
Fax Line	\$	960
TWC/Spectrum/Charter - Internet	\$	1,740
Postage	\$	2,700
Postage Machine	\$	840
Office Supplies	\$	5,000
Computer Software	\$	22,104
Technology	\$	5,000
Equipment	\$	750
Printing/Reproduction	\$	300
Shredding Company	\$	450
Advertising	\$	1,250
Dues & Subscriptions	\$	600
Training/Travel - CDA	\$	2,000
SC Event/Training/Travel	\$	2,000
Bank Fee	\$	100
Total Expense - General Administration	\$	95,044

Expense Summary

Expense - Salaries and Benefits (S&B)	\$	330,787
Expense - General Administration (GA)	\$	95,044
Total Expenses	\$	425,831